

HEARING APPLICATION INSTRUCTIONS

1

The "APPLICATION for HEARING" form must be filled out completely, except for the parts (1,2, or 3) which do not apply, with full answers to every statement and question. The application MAY NOT be signed by an agent or attorney, but MUST be signed by the lessee, owner, or owners.

2

The FILING FEE required, in the amount of \$ 500.00, must be paid at the time of filing application. This fee only partially covers the extra cost to the Township of investigating and processing the application through its various stages.

3

INFORMATION REQUIRED for SPECIAL EXCEPTION or VARIANCE APPLICATION:
Each APPLICATION for a Special Exception or Variance must be accompanied by the information below and must be submitted on sheet size 8½" by 11" or multiples thereof.

- a. Site Plan or Plot Plan: including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than ½ acre, and to a scale of 1 inch = 40 feet for larger lots, or to a scale required by the Subdivision Ordinance, where the APPLICATION concerns a subdivision plan.
- b. Ground floor plans and elevations of proposed structures.
- c. Names and addresses of adjoining property owners and such others as the Zoning Officer may require.
- d. Additional information required by the Zoning Ordinance for special uses.

4

PHOTOGRAPHS REQUIRED for SPECIAL EXCEPTION or VARIANCE APPLICATION:
PHOTOGRAPHS of the property involved, not over 8½" by 11", but of adequate size to illustrate the condition of the property under discussion, are always helpful, and may be requested as exhibits with the APPLICATION.

5

When all above-listed requirements are met, file APPLICATION, plans, and other exhibits with the Secretary to the Zoning Hearing Board, and pay the Filing Fee. The APPLICATION must be complete in every respect with ALL questions and demands answered, before the staff can receive and certify the APPLICATION.

CHANCEFORD TOWNSHIP